

**Harrington Park Recreation Committee
Minutes
Wednesday, December 12, 2018**

1. CALL MEETING TO ORDER

Chairman's Announcement

In compliance with Chapter 231, Public Law 1975, adequate notice of the scheduled meeting was made. It is posted on the bulletin board in the Municipal Center. Copies have been mailed to the BERGEN RECORD, SUBURBANITE, and THE NORTHERN VALLEY PRESS. A copy has been filed with the Borough Clerk, and copies have been mailed to individuals requesting the same.

2. ROLL CALL

COMMISSION Members	PRESENT	ABSENT
Charles DeGruccio (Chairman)	X	
Paul Baly (Vice Chairman)		X
Lynne Cappelmann	X	
Thomas Donnelly		X
Thomas Gleason	X	
Patrick (Kelly) Kramer	X	

ALSO PRESENT:

Joon Chung, Council Liaison
Carolyn Lee, Secretary

3. ITEMS FROM THE PUBLIC

No public members attended the meeting.

4. ADMINISTRATIVE ITEMS

a. Tom Gleason

This is Tom G. last meeting. Recreation thanked him for his contribution to Recreation and will miss his experience and direction.

b. Minutes for Approval

Vote to approve October 2018 minutes.

Motion: Charles

Second: Tom G.

All in favor said "Aye". None opposed.

c. 2019 Meeting Schedule

3rd Wednesday of each month at 8pm.

Jan. 16, Feb.-TBA, Mar. 20, Apr. -TBA, May 15, June 19, July 17, August 21, September 18, October 16, November 20, Dec. 18

Any dates with conflicts with school closing will be reviewed closer to the meeting date.

Vote to approve 2019 meeting schedule.

Motion: Lynne

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Second: Tom G.

All in favor said "Aye". None opposed.

5. UPDATES

a. Finance and Budget (Tom/Charles)

i. Sports Fees for Field Maintenance

- Summer Basketball paid \$500.

b. Field Requests (Charles)

TGA – 2019 Field Request and multi-sports camp

Field request has not been submitted. The dates are listed in an email. Spring tennis on Fridays, Tennis Camp and Fall Tennis. The dates seem fine. Tom G. asked where the multi-sports programs be run. At the school or Highland Field? The soccer camp is run at Highland. This needs to be expanded upon before anything is decided on. TGA also works out of the school with the HSA. Recreation has denied the multi-sports programs before. If program is run during the spring break, the school might be available, but softball might be using the field.

c. School Coordination (Lynne)

Indoor Soccer

Lynne received indoor soccer request and insurance today. She will submit the request to the BOE. The commissioner is Joe Simeone and Barry. Joe has an issue with the contract with the school. He does not like the idea that if the school is open, who would be responsible if something should happen. This is the reason why they only use the Gym and not the APR.

Volleyball

Volleyball is using the school, but has nothing to do with Recreation.

Recreation Commission COI for the school

Recreation should have a certificate of insurance that should be forwarded to the school. Lynne will ask Brian Eifert about the insurance.

d. Sports Coordination (Paul)

Discussion about the quasi associations included in the JIF. There is a safety meeting on Friday, Dec. 14th, 2018 at 10am that Lynne is available to attend. Tom G. would like Brian Eifert to list of sports that are covered. This would be a good start if the sport insurance were to consolidate.

There was discussion on having Recreation in charge of the recreation sports to relieve some of the burden on the sports commissioners. NOTE: Soccer would not be included because it is with AYESO. This would include:

- Insurance under the town insurance
- web-based registration process
- funds would be dispersed to the commissioners by the CFO to pay for umpires, uniforms, etc. Purchase orders would be filled out by the sports commissioners
- The sports commissioners would continue to assign coaches, co-ordinate volunteers.

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Lynne asked what would happen to the excess funds? Currently, each sport has their own account. If the money flows through the town, and there is excess money at the end what would happen? If there were extra funds, it would probably adjust next year's registration fee. Each sport should have an itemized budget. If there money left over, then they can have a pizza party because it is within the budget. There could be a "bad actor" in one of the sports. Someone would as why Recreation is not taking control of it?

Joon suggested speaking with other towns such as Closter, who do this. Charles will speak to a Recreation Commission member from Old Tappan.

Lynne spoke to Community Pass a while ago about the options available. Old Tappan and Northern Valley Soccer use community pass. Community Pass might be able to provide multiple accounts in the backend, but it was more expensive compared to Blue Sombrero or other similar options. There would be a credit card transaction fee. Basketball and soccer uses the Boosters website to register. Baseball and Softball have a different registration process. Baseball registration should be done by end of February. Charles will reach out to all the sport commissioners about registration. The issue with the Boosters website is that only one account was permitted and the accounts needed to be reconciled. It would be nice to have one central website that everyone could use. Charles and Lynne will look at options such as Blue Sombrero and Community Pass and try to get something for the commissioners by January 15th. Community Pass is expensive and may take longer to set up. Recreation wants to save as much for the kids registered in the sports.

Lynne suggested that the HP website had links to each of the sports and each sport has their own Blue Sombrero website with it's individual backend/account. The discussion continued whether each sport would continue to maintain their own account or have the town maintain the funds for the sports. Baseball would be a quasi group if they joined the town insurance. All the sports, should be part of this procedure. Lynne mentioned that payment method could be credit card, paypal, etc. with a very basic service.

If Recreation would like to get Baseball and softball registration up and running through the town in the next couple of months, it may not be possible. The bank account, the budget, how they plan to get the money out should be worked out. There is a concern about how the money for each sport is being handled. Even if it were more work for the borough, it would streamline the process and reduced the chance of neglect. The concern is that these associations have been running the programs successfully for a number of years. It would be better control, but Recreation doesn't want people to think that they are not trusted. Recreation is not sure how baseball uniforms and umpires were paid last year if registration was not collected.

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Recreation would like to have sports commissioners involved with the borough financially while not losing volunteers. If there are not enough volunteers, there won't be a sport. The goal is to have lots of kids play team sports.

Last year, softball's insurance expired and Recreation agreed to handle their insurance. If baseball were part of the town insurance, the payments could be streamlined as well as field requests. This would take the burden off the commissioners, but there would be additional procedures for them get money from the borough.

Recreation should ask Brian about the town's cost to have the sports under the town insurance. Tom G. mentioned that Brian wanted secondary medical insurance to avoid lawsuits. This was a strong recommendation from Brian.

Soccer would still need to be separate.

It might come to the point where recreation is more on top of training or background checks. The sports director can make sure that those things are in compliance, all the coaches have completed concussion training and those things. There is a list of people who have completed the Rutgers training and Jon Mangano has circulated emails asking coaches to provide certification. If there are not enough certified volunteers, then the option might be less teams or the sport may not be possible that year. An option could be to pay an additional cost or volunteer.

Joon will discuss with the Closter Recreation Director how much of a role Recreation should play.

Haworth is revamping the tennis program by bringing coaches to provide instructions and other highlights.

The sports would be quasi where they have a quasi relationship with the borough. Tom G. brought the point about travel groups. Charles feels that they would be outside of this. He suggested that HP kids fee could be waived, but group would have to complete a field request. Travel teams were not part of the Sports Boosters registration. Checks were written to the travel teams separately. Each year the composition from towns is different. In order for the sports to be independent, they need to be quasi. If they are under Rec. then the sports are automatically insured. Summer basketball is part of Rec and automatically gets insured. They keep their own bank account and should be looked at some point.

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Charles will email Brian about the cost of getting insurance for all the sports though the town as well as procedures. Brian will ask about the number of kids. Lynne said that Jon sends the insurance with the field request for basketball. Summer Basketball is part of a town program. Recreation should confirm what is in the town and the quasi. Badminton was part of Recreation and would be covered through the town. Carolyn noted that there was an increase in insurance cost with the additional coverage. A member said that if it was a Recreation program, then it would be covered, but it is always good to let the insurance company know about a program.

Charles should reach out to KJ about the process, setting up an account. The commissioners need to buy into this idea and take off some of the burden from them. The commissioners may not like that they do not have financial control. Baseball umpires were paid at the end of the season. If field request and insurance were removed and online registration was provided, it would be much easier for the commissioners. Purchase orders need to be filled out for uniforms, umpires and other expenses.

Charles will reach out to Mike Rutigliano about Recreation's suggestions. There was discussion about a baseball tournament at Pondside in the fall that Recreation was not aware of. There are concerns for safety that would've been addressed such as police, etc.

In the case where a group used the fields without submitting a field request/COI, the town would be covered. If the group tried to sue the town, the group would loose because they did not follow the protocol.

Field coordination is another issue. Recreation might need to co-ordinate the fields. The problem is that the games switch because of weather. Blocks can be assigned and the coaches can decide who they will let use the field during the block of time. Different rules can be set up that are not in place now. Recreation members can attend games as well.

If KJ can set up something for baseball and softball, it would be better to have baseball and softball to provide itemized budget help with the financing. This would be the initial sports in this process with others to follow.

Charles asked about the Google calendar for Recreation as a possible method to schedule fields. Lynne said that a google account is needed to access the google calendar and suggested that there are other shared calendars. Lynne is looking into using another software for indoor basketball and will show to Charles.

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There is a concern about budgeting if there are fewer than expected kids registering. The insurance should go straight to the registration fee.

Recreation is planning to hire a part time employee as a sports commissioner and KJ is on board with this. The sports commissioner most likely would not deal with reconciliation because it is part of finance. Joon talked to KJ about this and understands that this huge undertaking. KJ agrees that it makes sense.

Example: If 80 kids sign up for baseball. It is determined that \$20/child for maintenance, \$20/child for insurance, a transaction fee, provide the roster and let the baseball commissioner know what is left in the budget for uniforms, umpires and other expenses.

It would be nice to have all sports in one location like Sports Booster's old site. If there are multiple sites, the parents will need to have multiple logins. Emails are not combined. Email (collection and blasts) details can be decided at a later time.

If this is seen as a take over, the sports commissioners may be resistant. Some commissioners may consider this as support and relief and welcome this. There used to be a volunteer committee (treasurer, etc.), but there are fewer volunteers these days.

If the organization is a 501c-3 (non-profit, tax deductible), they would need to file a tax form. If it is an association it is not required?

Charles will reach out to Brian E., Mike Rutigliano and a member of the Old Tappan Recreation Commission and KJ.

Joon will set up a meeting with the Closter Recreation Director. Lynne would like to attend.

Lynne will reach out to Community Pass and will join Charles in a meeting with KJ.

e. Town Programs

i. Ragamuffin Parade (Oct. 27, 10am, Rain location APR) – Lynne, Kelly

There was a nor'easter that day with forecast of heavy winds. The safety was a concern for the young kids. The pumpkins were cancelled. Recreation tried to move the event to Sunday during the farmers market, but they did not think it was a good idea. After looking at the parking lot during the farmers market, we would need to determine where the people would congregate. All the games at Borough Hall and would need to moved to the school are heavy not the easiest things to transport. Ann Bistriz had mentioned that they never had a rain-location before

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and the event would be cancelled. For the future, if it rains, Recreation should cancel the event. Something to consider for next year, it would be nice to start the farmers market with Town Day and end with the Ragamuffin Parade.

f. Park & Playground Maintenance (Charles, Kelly, Tom)

i. Field Maintenance (Charles)

ii. Maintenance schedule coordination with sports

Charles will take this on when a vendor is determined.

iii. Pondside (Charles)

New Jersey Fish and Wildlife would like to know what the borough's plans are for Pondside. Joon will contact them. They might be calling to ask about fish stocking.

iv. Highland (Lynne/Kelly)

v. George street (Paul)

Lynne was sent a picture of the door ripped off one of the tennis court entrances. Lynne asked Mark to take a look at it. Joon will follow up with Mark.

vi. School (Carolyn)

vii. Beechwood (?)

viii. Don Horsey (Tom)

ix. Columbus (Carolyn)

g. Tennis (Paul, Kelly)

i. Tennis Signage – someone injured

A child's face was cut from a bent sign at the tennis courts. Mark was asked to bend it back. It might be better to remove the sign and replace it.

ii. Tennis Net pole

Pole was replaced.

iii. Perimeter Fence

Joon mentioned that the fence was scheduled to be repaired a couple of weeks ago. She will verify.

iv. Tennis Court Construction

Kelly will contact the company in Wyckoff (Ed Stapp) about the cost of rebuilding or repairing the tennis courts. Kelly will reach out to Tom D. for the phone number.

Recreation would like a professional tennis court company to provide some options and costs.

6. PROJECTS

a. Highland Field – pavilion (waiting for grant – Dec. 2018)

7. OTHER ITEMS

a. Lightning Detector – move location

Carolyn was given a \$900 quote (Commercial Recreation Specialists- Jon Wills) to move the detector to a pole at the back of Field 2 from Field 3 at Highland. The cost would drop to \$450 if the school renews the service agreement. The detector should be moved because the battery does not charge in the summer. The agreement would be through the HP Board of Education who coordinates the detectors with Norwood,

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Northvale and other schools. Recreation discussed if this is something that should be done. Some members said that it should be done. Recreation should notify HP BOE about the request. Carolyn said she was not aware of the reasoning of the location on Field 3 and if the location on Field 2 is too close to the detector on Field 4. The detection company is not familiar with the location of the detectors at Highland. Recreation members were not sure who chose the current location of the detector. Joon will talk to Dr. Fried about this issue. Carolyn will forward the emails to Joon.

b. Field Maintenance Specs for Bid

The attorney wanted to have the advertisement for the field maintenance contract in January. It would have to advertise for 10 days, but should give vendors 30 days to complete the forms. Joon mentioned that it is on the agenda for next week to move forward in January for the advertisement.

c. Advertising signs

Tom D. was going to look into this.

d. Turfing fields (Tom D)

Tom D. emailed Recreation members about considering putting turf on the fields. This will be deferred to next month for more details.

8. ADJOURN

Motion: Charles

Second: Lynne

All in favor said "Aye". None opposed.

Meeting adjourned at 9:40PM.

NEXT MEETING

Next regularly scheduled meeting is Wednesday, January 16, 2019 at 8:00PM.